

# **DEVELOPMENT REVIEW APPLICATION PACKAGE**

## **TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT**

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030

MAILING ADDRESS:  
P.O. BOX 949  
LOS GATOS, CA 95031

- I. **PURPOSE:** All applications for development approval by the Town are submitted to the Community Development Department. This handout is provided to provide general information as to what is required for submittal and what the development review process is. The Community Development Department is the central contact point for all Development Applications in Los Gatos.

- II. **ENCLOSURES:** Included in this handout are the following handouts:

- A. Applicant Submittal Checklist
- B. Development Application
- C. Hazardous Waste and Substances Statement
- D. Requirements for Preparation of Development Plans
- E. Fee Schedule

- III. **PRE-SUBMITTAL MEETING:** Prior to the formal submittal of a specific development application, it is recommended that an applicant contact or meet with the various departments/divisions representative on the Development Review Committee to determine specific requirements and to access completeness of the proposal. Satisfactory pre-submittal review can significantly reduce the time required for processing. Phone numbers of Committee members are:

Community Development	Planning Division	354-6874
	Building Division	354-6815
Parks & Public Works	Engineering Division	395-3460
Police Department		354-6859
Santa Clara County Fire Department		378-4010

- IV. **SUBMITTAL REQUIREMENTS:** The following constitutes a completed application package submitted to the Town (incomplete submittals will **NOT** be accepted):

- A. Applicant Submittal Checklist (attached).
- B. Development Application - All sections completed and all required signatures (attached).
- C. Hazardous Wastes and Substances Statement (attached).
- D. Plans - Not to exceed 24 in. by 36 in. dimension. Attached are the minimum requirements with the Application for plan information. The number of sets of plans is as follows (additional plans may be required for the consultant review and subsequent hearings):

Planned Developments (six or more lots): Sixteen (16) copies of the map and six (6) copies of all other material complete with all information specified on the attached supplement.

Subdivision Application (six or more lots): Sixteen (16) copies of the map complete with all information specified on the attached supplement, unless a Planned Development (PD) has been approved for the project. If a PD has been approved see all other applications.

All Other Applications: Six (6) copies of the plans complete with all information specified on the attached supplement. Additional copies may be required if staff determines that other agencies need to review plans.

- E. Filing Fees - Application, Consultant and Environmental Study fees are required to be paid at the time the application is filed (see attached Fee Schedule).
  - F. Two copies of Chain of Title and copy of recorded document - Required for properties not part of a recorded subdivision where it is necessary to document when and by what means a parcel was created.
  - G. Two copies of Preliminary Title Report - Updated to reflect current ownership and conditions of property. Dated within 30 days of filing. Policies of title insurance are not acceptable.
  - H. Letter of Justification - Letter shall include evolution of project, and where applicable, required findings, compliance with the General Plan, and community benefit.
  - I. Wells Questionnaire - Available from the Community Development Department.
  - J. Photographs of site and existing development.
  - K. Environmental Checklist Form.
  - L. Structure Condition Report. Required only when a demolition of an existing residence is proposed. Must be prepared by a licensed architect or structural engineer not associated with the project. See Section H-6 of Exhibit D (attached).
  - M. Restaurant Questionnaire if application involves a restaurant use.
  - N. Build It Green GreenPoint Rated Checklist. For single family remodel, new single family, and multifamily projects.
  - O. Hillside Development Standards & Guidelines Compliance Checklist. For hillside projects. If the criteria is not applicable, please mark as 'n/a.'
- V. DEVELOPMENT REVIEW PROCESS: All development applications of any type are required to go through a three or four step process, depending on the type of application. This process is:
- A. Technical Review:
    - 1. Staff representatives of all Town departments, which include Community Development (Planning and Building Divisions), Fire, Police, Environmental Health and Parks and Public Works (Engineering Division) meet with the project applicant to ensure that the project:
      - a. is complete;
      - b. meets all code and policy requirements;

- c. meets requirements of the California Environmental Quality Act.

Applications that do not meet all of these requirements are continued at this level until the certifications are made. Applications not proceeding in a reasonable manner to complete these requirements will be considered abandoned, denied, or recommended for denial.

2. To have a technical review, applications must be submitted with all required information by Wednesday, 11:00 a.m., 14 days in advance of the date you wish to be heard. Complex projects may be required to have a longer review period prior to a meeting date.
3. Technical review is every Wednesday morning beginning at 9:00 a.m. in the Town Council Chambers located in the lower level of Town Hall. Applicants are informed in writing of this review meeting. These meetings are not open to the general public. The applicant and/or their representatives is required to be present.

B. Development Review Committee:

1. Once a project is complete, the matter is forwarded to the Development Review Committee. This is a staff committee from the technical review process.
2. The Development Review Committee meets every Tuesday morning beginning at 9:00 A.M. in the Town Council Chambers located in the lower level of Town Hall. Applicants are sent a copy of the Committee agenda with an approximate time the matter will be considered. These are public meetings. The applicant and/or his representative is required to be present and any other person is welcome.
3. The Development Review Committee has the authority to approve certain applications pursuant to Town Code and/or standards. For those that require public hearings, public hearing notices are mailed pursuant to Town Code.
4. If any applicant wishes to appeal an action or decision of the Development Review Committee, such appeal must be made in writing with the required fee, to the Community Development Department within ten (10) calendar days of the Committee's action or decision. The matter will then be set for hearing on the next available Planning Commission agenda.
5. For those applications that the Development Review Committee cannot act on, the Committee forwards the application to the Planning Commission once it is deemed complete.

C Planning Commission:

4. Once the Development Review Committee makes its certifications, the matter is forwarded to the Planning Commission with conditions of approval if applicable.
5. The Planning Commission meets at 7:00 P.M. on the second and fourth Wednesdays of each month (except for November and December) in the Town Council Chambers on the lower floor of the Town Hall, and the agenda for the Commission closes a minimum of 21 days prior to the Commission meeting. In order for an application to be scheduled for a

Planning Commission hearing, the following must be completed prior to the 21-day deadline:

- a. Development Review Committee certification as to completeness;
  - b. Receipt of 20 copies of 11 in. by 17 in. photographic reductions;
  - c. One or two full-size display sets;
6. The applicant will be mailed a copy of the staff report and agenda prior to the meeting. Planning Commission meetings are all advertised public hearings and the applicant and/or his representative must be present to respond to questions.
  7. The action of the Planning Commission is final on all applications except zone changes or planned developments. In these two cases, a Planning Commission recommendation must be forwarded to the Town Council. No permits shall be issued for any approval until the end of the ten (10) day appeal period or until any appeal is heard. Appeals to the Town Council must be filed with the required fee, with the Town Clerk on forms supplied by that office.
  8. Any approval granted by the Planning Commission or Town Council automatically expires two (2) years from the date of approval unless the use for which approval is granted is established, or substantial construction has taken place. Time extensions are valid for only one year. If the Planning approval expires, all permits issued, including Building Permits, become void.

VI. GENERAL INFORMATION:

- A. Other data such as letters, petitions, drawings or photographs which the applicant wishes to present with the application, may be submitted. Additional information may also be required by the Director of Community Development. All such exhibits become the property of the Town and cannot be returned.
- B. The Town strongly recommends that applicants for any development proposals make contact with surrounding neighbors to determine their concerns prior to the development application being submitted. Neighborhood concerns should then be incorporated into the proposal to the extent feasible.
- C. At the time any development proposal is agendized for Planning Commission hearing, all property owners and residents within a minimum of 300 feet of the property will be advised of the hearing and invited to participate in the hearing process.
- D. There is no way of anticipating changes to the Zoning Ordinance. Amendments to the Zoning Ordinance occasionally occur in all zones. If any amendment to any Zoning Ordinance that would affect or prohibit any project occurs after approval of the project, the only way that the project can be built is if a Building Permit is obtained and substantial construction work is done before the effective date of the change. It is the responsibility of every applicant who has received a zoning approval to keep track of changes in the Zoning Ordinance.

- E. Plans submitted for approval shall be prepared and certified by the person qualified under applicable State Code provisions to submit for Building Permit approval. For other than single-family buildings, this usually means a licensed architect or engineer.
- F. No Building Permits or other entitlements shall be granted by the Town in reliance on any approved application until all Conditions of Approval are satisfied.
- G. At the time of filing an application for a Development Application, any applicant may make a written request to receive notice from the Town of a proposal to adopt or amend any of the following plans or ordinances:
  - 1. the General Plan;
  - 2. a specific plan;
  - 3. the Zoning Ordinance;
  - 4. an ordinance affecting Building Permits or Grading Permits.

The written request must specify the types of proposed action for which notice is requested.

- H. The following additional information may be required to be shown on the development plans, depending on the type of application:
  - 1. Energy Considerations - The Town has made a commitment to maximize both active and passive solar opportunities to reduce our dependence on fossil fuels. As a result of this commitment, development plans or proposals submitted to the Town must exhibit the following:
    - a. Solar access to existing building and all installed solar energy systems on adjacent properties shall be identified and protected.
    - b. The provision and protection of solar access in all new development shall be required through the dedication of private solar access covenants.
    - c. The design of all new developments shall be required to the extent feasible, to take advantage of passive solar heating and cooling opportunities.
    - d. The use of solar water heaters on all new residential buildings shall be required where solar access is available and natural gas is not available. Pre-plumbing for solar water heaters shall be required on all other new residential construction where solar access is available.
    - e. Solar energy shall be required as the primary means of heating new swimming pools, where solar access is available.
  - 2. Alarm Systems - The Police Department recommends that intrusion alarm systems be installed in all single-family homes and be so noted on the plans.
  - 3. Handicapped accessibility requirements.

VII. The minimum time limits for the processing Development Applications is as follows:

- A. Filing FOR Technical Review - 14 days minimum;
- B. Development Review Committee TO Planning Commission - 25 days minimum;
- C. Planning Commission TO Town Council (not necessary with every application) 30 to 43 days.

A more accurate time schedule will depend on a great number of factors, including the completeness of the submittal and the complexity of the proposal. Time limits can vary considerably because of these variables.

# TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

NAME OF APPLICANT	ADDRESS	ZIP CODE	TELEPHONE
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APPLICANT'S SIGNATURE	SITE AREA
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ADDRESS OR LOCATION OF PROJECT SITE	PARCEL NUMBER	ZONING
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## APPLICANT SUBMITTAL CHECKLIST

### NOTE TO APPLICANTS

A Development Application must include certain minimum information before a project will be accepted as complete and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the general information listed below as well as the specific application requirements indicated on the attached sheets. All information, including plans, must be clear, legible and easily readable. Incomplete, inaccurate, or illegible information will be accepted and will delay processing your application.

1. \_\_\_\_\_ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s).
2. \_\_\_\_\_ LETTER OF JUSTIFICATION - For all applications except a single family residence with no demolition.
3. \_\_\_\_\_ ENVIRONMENTAL CHECKLIST FORM - Form must be completely filled out. Available online at [www.losgatosca.gov/planning](http://www.losgatosca.gov/planning).
4. \_\_\_\_\_ HAZARDOUS MATERIALS/AIR QUALITY CHECKLIST - Form must be completely filled out.
5. \_\_\_\_\_ WRITTEN DESCRIPTION OF PROPOSED PROJECT - A complete written description of the proposal.
6. \_\_\_\_\_ APPLICATION FILING FEE - Fee for proposed application based on Planning fee schedule.
7. \_\_\_\_\_ STRUCTURE CONDITION REPORT - For demolition of any residential structure.
8. \_\_\_\_\_ VERIFICATION OF PROPERTY OWNERSHIP AND EASEMENTS - One copy of a grant deed of subject property. Two copies of a preliminary title report of subject property if new development (i.e. new construction, additions, grading, subdivisions, etc.) is proposed.
9. \_\_\_\_\_ BUILD IT GREEN GREENPOINT RATED CHECKLIST – For residential projects. There is a list for remodels, new single family residential, and new multi-family residential. Available at [www.builditgreen.org](http://www.builditgreen.org).
10. \_\_\_\_\_ HILLSIDE DEVELOPMENT STANDARDS & GUIDELINES COMPLIANCE CHECKLIST – For hillside projects.  
or HOW TO READ YOUR NEIGHBORHOOD WORKBOOK – For non-hillside residential projects.
11. \_\_\_\_\_ WELL QUESTIONNAIRE
12. \_\_\_\_\_ PHOTOS OF PROPERTY - Photos of the subject property from each side and photos of adjacent properties.
13. \_\_\_\_\_ MINIMUM SIX (6) SETS OF COMPLETE DEVELOPMENT PLANS - If the application is for a Planned Development of 5 or more lots or if the application is for a subdivision of 5 or more lots that is not a PD - 16 sets of the map is also required.

### AUTHORIZATION AND CERTIFICATION OF PROPERTY OWNER

I/We certify that , as the property owner(s), I/we authorize the filing of this application. I/We understand that pursuant to the Code of the Town of Los Gatos, conditions of approval are binding upon both the applicant and landowner(s). I/We agree to implement the conditions to the best of my/our ability (subject only to the right to object at the hearing on the application(s).

Name (please print)	Address (with zip code)	Telephone
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Signature	Date
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# TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

## CIVIC CENTER:

110 E. MAIN STREET  
LOS GATOS, CA 95030  
(408) 354-6874

## MAILING ADDRESS:

P.O. BOX 949  
LOS GATOS, CA 95031  
FAX (408) 354-7593

### APPLICATION FOR DEVELOPMENT PERMITS

(PLEASE TYPE OR PRINT CLEARLY)

<b>1. APPLICANT REQUEST:</b> (Check appropriate boxes)	<b>2. PROPERTY DETAIL:</b>
<input type="checkbox"/> Architecture & Site	Lot Size _____
<input type="checkbox"/> Conditional Use Permit	Average Slope _____
<input type="checkbox"/> Environmental Impact Assessment	Existing or Last Previous Use: _____
<input type="checkbox"/> Zone Change (Rezone from _____ to _____)	

**3. PROPERTY LOCATION:**  
Address of subject property: \_\_\_\_\_  
Zoning \_\_\_\_\_ Assessor's Parcel Number(s) \_\_\_\_\_

**4. REQUESTED ACTION: (Attach separate sheet if necessary)**  
Description of requested action \_\_\_\_\_

**5. APPLICANT:**  
NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**6. PROPERTY OWNER: (If same as above check here) ☐**  
NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I hereby certify that I am the owner of record of the property described in Item #3 above,  
and that I approve of the action requested herein.

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**7. OTHERS INVOLVED: (WILL NOT GET COPY OF AGENDA OR CORRESPONDENCE)**  
(Architect, engineer, planner, landscape architect, etc.; attached addition sheet if necessary)  
CAPACITY NAME (Please print) FIRM & ADDRESS (include ZIP Code) PHONE  
\_\_\_\_\_  
\_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

**8. RECEIVED BY** \_\_\_\_\_ **STAFF MEETING** \_\_\_\_\_ **HPC AGENDA** \_\_\_\_\_  
**APPLICATION NO.** \_\_\_\_\_

PLPERMIT	\$	_____
PLTRACK	\$	_____
PLANAP	\$	_____
ENGDEV	\$	_____
TOTAL	\$	_____
* If site is located within Route 85 Study Plan Area	*PLRTE85	\$ _____
	TOTAL	\$ _____
* If site is located within North 40 Study Plan Area	**PLN40	\$ _____
	TOTAL	\$ _____



# TOWN OF LOS GATOS

## DEVELOPMENT APPLICATION SUPPLEMENT HAZARDOUS WASTES AND SUBSTANCES STATEMENT

California Government Code Section 65962.5 requires that "before a lead agency accepts as complete an application for any development project . . . the applicant shall consult the lists" contained in this section which identify sites determined to contain hazardous wastes or contamination, as reported by the Secretary for Environmental Protection. These lists are available in the Community Development Department. The form, properly completed and signed, must accompany the development application submitted to the Town Community Development Department.

Please complete the following information:

Site Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

APPLICANT	PROPERTY OWNER
Name/Company	Name/Company
Mailing Address	Mailing Address
Telephone	Telephone

I hereby acknowledge that I have reviewed these lists and declare that the project site:

\_\_\_\_\_ Is not included on any Hazardous Wastes and Substances Sites List.

\_\_\_\_\_ Is included on the following list pursuant to Section 65962.5 of the Government Code:

\_\_\_\_\_

Regulatory identification number: \_\_\_\_\_

Date of List: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: State of California/Hazardous Waste & Substances Sites List for Los Gatos is attached.

SANTA CLARA COUNTY  
12/01/94

CAL/EPA  
FACILITY INVENTORY DATA BASE  
HAZARDOUS WASTE AND SUBSTANCES SITES LIST

SANTA CLARA COUNTY  
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	REG BY	REG ID	SIC CODE	INVENTORY ID, COMMENTS, CONTACT PERSON NAME/NUMBER
LOS GATOS BLVD (16165) LOS GATOS A&M MOTORS		LTNKA		INV-ID 43-019333
LOS GATOS BLVD (16212) LOS GATOS 950320000 WEST VALLEY DODGE		LTNKA		INV-ID 43-002099
LOS GATOS BLVD (16500) LOS GATOS EXXON		LTNKA		INV-ID 43-000676
MARCHMONT DR (1600) LOS GATOS 95032 HILLBROOK SCHOOL		LTNKA		INV-ID 43-000825
OLD LOGGING RD (22293) LOS GATOS N/A		LTNKA 506		INV-ID 44-001855
SANTA CRUZ AVE N. (155) LOS GATOS 95030 MOBIL		LTNKA 22M		INV-ID 43-000998
SANTA CRUZ AVE N. (935) LOS GATOS ARCO		LYNKA		INV-ID 43-019422
SANTA CRUZ AVE N. (41) LOS GATOS LOS GATOS THEATRE		LTNKA		INV-ID 43-000936
SANTA CRUZ AVE N. (455) LOS GATOS 950300000 UNKNOWN		LTNKA 4246		INV-ID 43-007722
SANTA CRUZ AVE N. (545) LOS GATOS 95030 MARK'S AUTOMOTIVE		LTNKA 43H		INV-ID 43-000949
SANTA CRUZ AVE N. (566) LOS GATOS 95030 MOBIL		LTNKA 13M		INV-ID 43-001014
SANTA CRUZ AVE S. (22) LOS GATOS 95030 GRIDER BUILDING		LTNKA		INV-ID 43-011901
SANTA CRUZ HWY (14800) LOS GATOS FRANK PROPERTY		LTNKA		INV-ID 43-000762
SARATOGA AVE (200) LOS GATOS 95030 SUPER-7		LTNKA		INV-ID 43-001410
SARATOGA AVE (255) LOS GATOS SHELL		LTNKA		INV-ID 43-001319
SARATOGA AVE (275) LOS GATOS CHEVRON		LTNKA 285		INV-ID 43-000508
SARATOGA AVE (300) LOS GATOS 95030 UNOCAL		LTNKA		INV-ID 43-001545
SHANNON RD (16565) LOS GATOS CENTRAL FIRE DISTRICT		LTNKA		INV-ID 43-000466
SUMMIT RD (24005) LOS GATOS 950300000 PERRY RESIDENCE		LTNKA		INV-ID 43-004902
UNIVERSITY AVE (638) LOS GATOS 950300000 IRON ROD (THE)		LTNKA		INV-ID 43-009895
UNIVERSITY AVE (718) LOS GATOS 95030 GUADALUPE RUBBISH DISPOSAL CO		LTNKA		INV-ID 43-000808
UNIVERSITY AVE (761) LOS GATOS 95030 LOS GATOS SUPPLY/PUBLIC STOR.		LTNKA		INV-ID 43-000935
UNIVERSITY AVE (930) LOS GATOS 95030 GENERAL TELEPHONE COMPANY		LTNKA		INV-ID 43-000787
WINCHESTER BLVD (14300) LOS GATOS 950301888 BECTION, DICKINSON & CO.		LTNKA		INV-ID 43-000204

SANTA CLARA COUNTY  
12/01/94

CAL/EPA  
FACILITY INVENTORY DATA BASE  
HAZARDOUS WASTE AND SUBSTANCES SITES LIST

SANTA CLARA COUNTY  
PAGE 701

	REG BY	REG ID	SIC CODE	INVENTORY ID, COMMENTS, CONTACT PERSON NAME/NUMBER
MANUELLA (14780) LOS ALTOS HILLS COOK PROPERTY		LTNKA		INV-ID 43-013377
MENALTO DR (12205) LOS ALTOS HILLS BOWLING PROPERTY		LTNKA		INV-ID 43-005644
MIDDLEFORK LANE (13464) LOS ALTOS HILLS 940220000 UNKNOWN		LTNKA		INV-ID 43-001752
MOODY RD (25525) LOS ALTOS HILLS 94022 LEIGHTON BLEDSOE TRUST		LTNKA		INV-ID 43-013406
PURISSIMA RD (27400) LOS ALTOS HILLS 94022 TOWN OF LOS ALTOS HILLS PWD		LTNKA		INV-ID 43-001464
***** CITY: LOS GATOS *****				
ALMA BRIDGE RD (17820) LOS GATOS PACIFIC BELL-ALMA STATION		LTNKA		INV-ID 43-001084
BEAR CREEK RD (19480) LOS GATOS 95030 PRESENTATION COLLEGE		LTNKA		INV-ID 43-001126
BLOSSOM HILL RD (13980) LOS GATOS 95030 CHEVRON		LTNKA		INV-ID 43-000486
BLOSSOM HILL RD (14000) LOS GATOS 95030 SHELL		LTNKA 155		INV-ID 43-001294
BLOSSOM HILL RD (700) LOS GATOS EXXON		LTNKA		INV-ID 43-000705
CLEARVIEW (14595) LOS GATOS 95030 LA RINCONADA PROPERTY		LTNKA		INV-ID 43-000905
COLLEGE AVE (300) LOS GATOS JESUIT CENTER		LTNKA		INV-ID 43-000862
ECHO DR (22542) LOS GATOS 950300000 FISCHER ESTATE		LTNKA		INV-ID 43-004339
GRAYS LANE (20) LOS GATOS 950300000 LOS GATOS PARKING LOT		LTNKA		INV-ID 43-003149
LARK AVE (16500) LOS GATOS CLASSIC CAR WASH		LTNKA		INV-ID 43-000566
LEIGH AVE (441) LOS GATOS 95030 EXXON		LTNKA SBS0752		INV-ID 43-000692
LOMA PRIETA (24196) LOS GATOS 95030 BINTER PROPERTY		LTNKA		INV-ID 43-000401
LOS GATOS BLVD (15299) LOS GATOS 95030 ROTTEN ROBBIE #1(COAST OIL CO)		LTNKA		INV-ID 43-001183
LOS GATOS BLVD (15367) LOS GATOS CALIFORNIA RV		LTNKA		INV-ID 43-000437
LOS GATOS BLVD (15400) LOS GATOS MCJUGH LINCOLN MERCURY		LTNKA		INV-ID 43-000963
LOS GATOS BLVD (16005) LOS GATOS 950320000 PAUL SWANSON FORD		LTNKA		INV-ID 44-001426
LOS GATOS BLVD (16030) LOS GATOS SHELL		LTNKA		INV-ID 43-008854

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR PREPARATION OF DEVELOPMENT PLANS**

Prior to preparing plans, please review all Town Code Zoning requirements and applicable specific plan(s) and development guidelines. The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants ARE to use this as a checklist to ensure completeness of the proposal.

**A. GENERAL REQUIREMENTS**

1. Scale shown on each sheet.
2. North arrow on each sheet as applicable.
3. Sheet not to exceed 24" X 36" size.
4. Fully dimensioned.
5. For smaller projects, such as single family residences, information may be combined on one or two sheets.
- (4) temporary over excavation limits.
- (5) type of wall construction.
- g. Building, garage and deck elevations.
- h. Trees impacted by grading.
- i. Table of existing and proposed impervious areas.

**B. PLAT OR SITE PLAN**

1. All property lines and plottable easements.
2. All required yards or building setbacks.
3. All buildings, existing and proposed, including:
  - a. dimensioned floor plans;
  - b. indication of the use of all areas;
  - c. which buildings (or portions thereof) are to be removed;
  - d. existing and proposed grades.
4. Existing trees, including size, location, species, existing grade at the base, and driplines.
5. Driveways and off-street parking spaces, interior clear dimensions of garage including stall size, aisle widths, back up distance, curbs, and surfacing materials.
6. Loading spaces where applicable.
7. Location and size of handicapped spaces where applicable.
8. Public improvements, both existing and proposed, including streets, curbs, gutters, street lighting, street paving and fire hydrants.
9. Preliminary drainage plan, including disposition of all drainage, including roof leaders.
10. Preliminary grading plan, including:
  - a. location of all cuts and fills;
  - b. table with volume of cuts and fills for various elements (house, driveway, etc.);
  - c. calculations of volumes;
  - d. clearly delineated existing and proposed contours;
  - e. interim erosion control measures;
  - f. retaining wall detail, including:
    - (1) top and base of wall elevations;
    - (2) type of material;
    - (3) drainage for walls.
11. Location and elevations of screened trash container area for commercial buildings.
12. Location of buildings on adjacent parcels.
13. Existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
14. Shadow study diagram for two story elevations, clearly illustrating effect on structures on adjacent properties.
15. Sight line studies (hillside only).
16. Table giving the following:
  - a. site area (gross and net);
  - b. gross floor area (each floor and total);
  - c. floor area ratio;
  - d. lot area coverage (building footprints)
  - e. percent "interior" landscaping for off-street parking lots;
    - a. number of parking spaces;
    - g. dwelling units (existing and proposed).
17. Existing active or deactivated water wells.
18. Average slope.

**C. BUILDING ELEVATIONS**

1. Elevations of all sides of all existing buildings to be removed, existing to remain and proposed.
2. Exterior materials (type, texture and color).
3. Building height, including height plane for properties on sloping lots.
4. Location and method of screening of roof-mounted mechanical equipment.
5. Samples of colors, preferably mounted on 8 1/2" X 11" soft (not cardboard, etc.) backing (commercial and hillside only).
6. Schematic elevations illustrating building height and mass in relationship to:
  - a. structures on the adjacent two parcels on either side of property;
  - b. structures across the street and in back of property.
7. Existing and proposed grade lines.

8. Street Profiles (both sides).
9. Cross section showing property behind and across street.

#### **D. LANDSCAPING/TREE PLAN\***

(\*tree plan only for single and two family residences unless located in the hillside).

1. Where feasible, landscape plans shall be designed to reduce impacts of pesticide use as follows:
  - a. provide irrigation which reduces runoff and promotes surface infiltration.
  - b. landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain and infiltrate runoff.
2. If rendering is provided, trees shown on plan(s) must reflect their size at time of planting and the application will be conditioned as such. Additional renderings may be provided with year of the tree growth stated on the plan.
3. Location and dripline on the site and landscaping plan of all existing and proposed trees over 4" in diameter.
4. Table indicating the following for all existing trees anywhere near areas of construction: (example at end of packet)
  - a. location symbol;
  - b. common and botanical names;
  - c. trunk circumference;
  - d. physical condition;
  - e. to be saved, removed or pruned
  - f. reason for removal.
4. Table indicating the following for all new trees and shrubs to be planted:
  - a. location symbol;
  - b. common and botanical names;
  - c. initial planting size;
  - d. size at maturity (height/width of dripline);
  - e. number to be planted.
5. Fencing, including height, location with construction detail showing materials.

#### **E. EXTERIOR LIGHTING**

1. Location.
2. Style of fixtures.
3. Intensity (wattage and type of light source).
4. Height of pole-mounted fixtures.

#### **F. TENTATIVE MAP**

1. Tract name or designation and property address.
2. Name and address of owner, subdivider and registered civil engineer or licensed surveyor.
3. Locations, names and widths of all

adjoining highways, streets or ways, the names of adjacent subdivisions and the names of all owners of properties adjacent to proposed tract.

4. Width and grades of all highways, streets and ways within such proposed subdivision, with typical cross-sections showing proposed improvements.
5. Widths and locations of all existing or proposed easements, whether public or private.
6. Radius of all street curves.
7. Total size of property before and after street and right-of-way dedication (gross and net land area calculation).
8. Lot layout, including the dimension of each lot line, and exact square footage of each lot.
9. Location of all water courses and natural drainage channels, locations of all areas covered by water or subject to inundation, and existing and proposed storm drain facilities.
10. Source of water supply, including conceptual design.
11. Method of sewage disposal, including conceptual design.
12. Location of all buildings in close proximity to proposed tract.
13. Proposed public areas (if any).
14. Contour lines (existing and proposed) showing one foot contours for ground slopes or less than five feet vertical and one hundred feet horizontal distance, and five feet horizontal distance, and five foot contours for ground slopes in excess thereof.
15. Location or vicinity map, date, north point and scale.
16. Number of letter identification for each lot.
17. Location and outline of each existing building and a note as to whether or not it is to be removed.
18. Each street shown by its actual street name or by a temporary name or symbol for the purpose of identification.
19. All trees shall be accurately identified and plotted with base grade data, dripline and finished grades within the dripline.
20. All fire hydrant locations.
21. Required yards.
22. If condominium or townhouse project, two (2) copies of CC&R's and other related documents such as association by-laws.
23. Name of utility providers and show location of closest existing services, including gas, electricity, telephone, cable television.
24. If hillside, show grading required for roadway construction, including location of all cuts and fills, volumes, retaining walls or reinforced earth slopes (with top and base

- elevations), existing and proposed contours.
- 25. If hillside, show conceptual driveways, building sites, drainage and sanitary sewers.
- 26. Interim erosion control.
- 27. Copy of slope density calculations for properties in HR zone.
- 28. If it is impossible or impracticable to place upon the tentative map any of the information required above, such information shall be furnished on a separate document which shall be submitted with the map, the subdivider and his engineer shall familiarize themselves with the current subdivision design standards of the Town.

#### **G. PLANNED DEVELOPMENT - OFFICIAL DEVELOPMENT PLAN**

- 1. A land use plan locating all proposed uses.
- 2. A tentative site plan illustrating the following:
  - a. building place;
  - b. open space (public and private), indicating how it is to be used;
  - c. natural features such as creeks, major trees, bluffs, etc.;
  - d. sidewalks, paths and trails;
  - f. vehicular circulation;
  - g. major features on adjacent property which effect the development proposal or are potentially affected by it.
- 3. Schematic architectural elevations of all buildings and structures illustrated in relationship to each other and any major structures on adjacent property which are affected by the development proposal or are potentially affected by it.
- 4. Schedule for any phasing of development.
- 5. Future lot lines, condominium units and easement areas, all subject to subdivision approval.
- 6. Tabulation of land area, including the areas of:
  - a. entire planned development;
  - b. public streets;
  - c. private streets;
  - d. sidewalks, paths and trails;
  - e. parking areas;
  - f. vehicular circulation;
  - g. major features on adjacent property which affect the development proposal or are potentially affected by it.
- 7. Floor area of each type of building (for example: shops, offices, warehouses, or dwellings).
- 8. Floor Area Ratio.
- 9. Proposed number of off-street parking spaces.

- 10. Grading, soils, and geologic information.
- 11. Proposed signing.
- 12. Copies of any instrument or document such as covenants, conditions, and restrictions which are intended to be used to affect the development of the land.
- 13. Such other information as the Commission or Development Review Committee may require.

#### **H. OTHER INFORMATION**

- 1. Provide information required by applicable Town development standards and guidelines.
- 2. NPDES requirements: All projects creating, adding, or replacing 10,000 square feet or more of impervious surface on the project site, must provide the following information on the development plans. An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include building rooftops, paved patios, covered patios, driveways, parking lots, paved walkways, sidewalks and streets.  
**Please Note:** Subdivisions of any size are not exempt from this requirement.
  - a. site size.
  - b. existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways).
  - c. impervious surface area created, added, or replaced.
  - d. total impervious surface area (new + existing).
  - e. percent increase/replacement of impervious surface area.
  - f. estimated area of land disturbance during construction (includes clearing, grading, or excavating).
  - g. type of stormwater controls used (none, site design measure, source control measure, and/or stormwater treatment measure).

For more information regarding selection of Best Management Practices for stormwater pollution prevention of stormwater treatment contact the Engineering Division at (408) 399-5771.
- 2. Floor and lot areas, number of stories and FAR of other sites in immediate neighborhood for residential projects.
- 3. ADA compliance for commercial development.
- 4. Hazardous Materials - For any development project, the applicant shall submit:
  - a. A signed statement indicating whether the project is located on a site which is

- identified by the Town as a solid waste disposal facility, or that there will be no usage and storage of hazardous materials or documentation of the following:
- (1) storage locations;
  - (2) inventory list of chemical trade names;
  - (3) quantities stored;
  - (4) containment plans.
5. Letter of Justification - where a letter of justification is either required or recommended, it should include the following information as applicable:
- a. description of the proposed request, i.e., type of operation or use, hours of operation, number of employees, products, shift detail, etc.;
  - b. benefit to the community if the project should be approved;
  - c. where a traffic impact is determined by the Parks and Public Works Department, quote specific sections of the General Plan and any applicable Specific Plan clearly stating that the type of project will benefit the community.
  - d. list the facts that would in your opinion, justify the application;
  - e. for residential projects, how the proposal meets the Town's housing needs as identified in the General Plan.
  - f. for variance applications the letter should speak to the following required findings:  
"Because of the following special circumstances that apply to the property (such as size, shape, topography, location or surroundings) the strict application of the zoning regulations causes an undue hardship or poses practical difficulties relating to use of the land, deprives the property of privileges enjoyed by other properties in the vicinity and under identical zone classifications and would make the property otherwise unusable."
  - g. for conditional use permit applications, the letter should speak to the following required findings:  
"The proposed uses of the property are essential or desirable to the public conveniences or welfare; the proposed uses will not impair the integrity and character of the zoning district; the proposed uses would not be detrimental to public health, safety, or general welfare; the proposed uses of the property are in harmony with the

various elements or objectives of the General Plan and the purposes of this Ordinance."

6. If existing residential buildings are to be demolished, a structural report, prepared by a licensed architect or structural engineer unrelated to the project, is required. The document shall describe in detail the physical condition of the building and its components (foundation, walls, roof, plumbing, electrical, etc.), approximate cost to rehabilitate to current code requirements, and a recommendation as to under what conditions the building should be rehabilitated or demolished. For historically designated structures proposed to be demolished, which are listed as contributors, in addition to the structural report, a detailed report shall be submitted describing all aspects of the structures physical condition and shall incorporate pertinent information from the Town's Historic Resources Inventory describing the structure's historical and architectural characteristics. This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the Town at the applicant's expense.
7. The use of both passive and active solar energy measures is a high priority with the Town. Each proposal must be designed to maximize such measures to include the preplumbing and installation of solar collectors, window locations and building siting to maximize natural conditions, and proper use of roof overhangs. A written statement must accompany the application that clearly describes these measures.
8. For historically designated structures or structures in historic districts, or structures built prior to 1941, provide a statement of why the proposed change (i.e., addition, remodel, demolition, etc.) is requested and how the proposal conforms with designating ordinance as well as Section 29.80.215 through 29.80.320 of the Town Code. The Town's Historic Preservation Committee will review all applications which affect historic structures or sites.

**TOWN OF LOS GATOS COMMUNITY DEVELOPMENT  
DEPARTMENT FEES  
Effective July 1, 2009**

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed/processed by other departments/agencies, which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost" is used here, it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

**Fees for Additional Processing**

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

**Fees for Lack of Progress**

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

**Fees for Major Projects**

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

**Surcharges:** All of the following applications are subject to the surcharge fees as set forth in General Development Services and in Section 5.H of Planning Division.



**TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT FEES**  
**EFFECTIVE JULY 1, 2009**  
**CUMULATIVE EXAMPLE**

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	10% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
<b>I</b>	<b>ZONING APPROVALS</b>							
<b>A</b>	<b>Architecture and Site Applications</b>							
<b>1</b>	<b>Development Review Committee (DRC) Approval</b>							
	a. New Single family detached (HR & RC zone)	\$5,523.00	\$220.92	N/A	\$552.30	\$552.30	PLPERMIT (PARB 2010)	\$6,848.52
	b. New single family detached (HR & RC zones) per unit, as part of a Planned Development	\$4,144.00	\$165.76	N/A	\$414.40	\$414.40	PLPERMIT (PARB 2010)	\$5,138.56
	c. New single family or two family units	\$3,916.00	\$156.64	N/A	\$391.60	\$391.60	PLPERMIT (PARA 2010)	\$4,855.84
	d. New single family or two family (any other zone) per unit, as part of a Planned Development	\$2,938.00	\$117.52	N/A	\$293.80	\$293.80	PLPERMIT (PARA 2010)	\$3,643.12
	e. Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot)	\$1,490.00	\$59.60	N/A	\$149.00	\$149.00	PLPERMIT (PARC 2010)	\$1,847.60
<b>2</b>	<b>Planning Commission Approval</b>							
	a. Supplemental fee for DRC applications as determined in Section 1.A.(1) or minor residential development applications that require Planning Commission approval	\$2,158.00	\$86.32	N/A	\$215.80	\$215.80	PLPERMIT (Various)	\$2,675.92
	b. New two family unit	\$3,916.00	\$156.64	N/A	\$391.60	\$391.60	PLPERMIT (PARD 2010)	\$4,855.84
	c. New nonresidential	\$6,089.00	\$243.56	N/A	\$608.90	\$608.90	PLPERMIT (PACA 2010)	\$7,550.36
	d. New multiple family	\$5,538.00	\$221.52	N/A	\$553.80	\$553.80	PLPERMIT (PARE 2010)	\$6,867.12
	e. Demolition request with a Planned Development Application	\$1,490.00	\$59.60	N/A	\$149.00	\$149.00	PLPERMIT (PDEM 2010)	\$1,847.60
	f. All other	\$3,649.00	\$145.96	N/A	\$364.90	\$364.90	PLPERMIT (PAOG 2010)	\$4,524.76
<b>B</b>	<b>Conditional Use Permits</b>							
<b>1</b>	Conditional Use Permit	\$4,221.00	\$168.84	N/A	\$422.10	\$422.10	PLPERMIT (PCCA 2010)	\$5,234.04
<b>2</b>	Conditional Use Permit (when consolidated with another application for new development)	\$701.00	\$28.04	N/A	\$70.10	\$70.10	PLPERMIT (PCCB 2010)	\$869.24
<b>3</b>	<b>Conditional Use Permit for Restaurant *</b>							
	Minor Restaurant (DRC Approval)	\$2,569.00	\$102.76	N/A	\$256.90	\$256.90	PLPERMIT (PCCC 2010)	\$3,185.56
	Major Restaurant (PC Approval)	\$4,221.00	\$168.84	N/A	\$422.10	\$422.10	PLPERMIT (PCCB 2010)	\$5,234.04
<b>4</b>	Applications that require TC Approval (this fee supplements the above established fees)	\$2,158.00	\$86.32	N/A	\$215.80	\$215.80	PLPERMIT (PCCB 2010)	\$2,675.92
	a. Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PCCB 2010)	Varies

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	10% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
C	Variance	\$3,104.00	\$124.16	N/A	\$310.40	\$310.40	PLPERMIT (PVV 2010)	\$3,848.96
D	Rezoning (other than Planned Development)							
1	Without General Plan or Specific Plan Amendment	\$4,531.00	\$181.24	\$453.10	\$453.10	\$453.10	PLPERMIT (PMZR 2010)	\$6,071.54
2	With General Plan or Specific Plan Amendment	\$6,937.00	\$277.48	\$693.70	\$693.70	\$693.70	PLPERMIT (PMZR 2010)	\$9,295.58
3	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PMZR 2010)	Varies
E	Planned Development							
1	Without General Plan or Specific Plan Amendment	\$19,121.00	\$764.84	\$1,912.10	\$1,912.10	\$1,912.10	PLPERMIT (PDPD 2010)	\$25,622.14
2	Without General Plan or specific Plan Amendment (HR or RC Underlying Zone)	\$25,169.00	\$1,006.76	\$2,516.90	\$2,516.90	\$2,516.90	PLPERMIT (PDPD 2010)	\$33,726.46
3	With General Plan or Specific Plan Amendment	\$22,622.00	\$904.88	\$2,262.20	\$2,262.20	\$2,262.20	PLPERMIT (PDPD 2010)	\$30,313.48
4	With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$28,664.00	\$1,146.56	\$2,866.40	\$2,866.40	\$2,866.40	PLPERMIT (PDPD 2010)	\$38,409.76
5	Town Council Modification to a Planned Development	75% of Current Fee	Varies	Varies	Varies	Varies	PLPERMIT (PDMD 2010)	Varies
6	DRC Modification to a Planned Development Zone	\$7,575.00	\$303.00	\$757.50	\$757.50	\$757.50	PLPERMIT (PDMD 2010)	\$10,150.50
7	Publication costs for the Planned Development Ordinance shall be paid by the applicant.							
8	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PMZR 2010)	Varies
F	Minor Residential Development	\$1,490.00	\$59.60	N/A	\$149.00	N/A	PLPERMIT (PMR 2010)	\$1,698.60
G	Agricultural Preserve Withdrawal	\$2,816.00	\$112.64	N/A	\$281.60	N/A	PLPERMIT (PMOA 2010)	\$3,210.24
H	Planning Division Certificates of Use and Occupancy							
1	Change of Use	\$229.00	\$9.16	N/A	\$22.90	N/A	PLPERMIT (CUC 2010)	\$261.06
2	Change of occupancy (excluding change of proprietor of a continuing business enterprise)	\$112.00	\$4.48	N/A	\$11.20	N/A	PLPERMIT (CUC 2010)	\$127.68
3	Use/occupancy clearance if Conditional use permit is required or occupancy of a new secondary dwelling unit	No fee	No fee	No fee	No fee	N/A	No fee	No fee
I	Hazardous Materials Storage Facility Application	\$1,240.00	\$49.60	N/A	\$124.00	N/A	PLPERMIT	\$1,413.60
J	Home Occupation Permit	\$141.00	\$5.64	N/A	N/A	N/A	E2 (COR 2010)	\$146.64
K	Sign Application							
1	New Permanent Sign	\$309.00	\$12.36	N/A	\$30.90	N/A	PLPERMIT (CSS 201)	\$352.26
2	Temporary Nonresidential	\$65.00	\$2.60	N/A	\$6.50	N/A	PLPERMIT (CST 2010)	\$74.10
3	Change of Face Only	\$127.00	\$5.08	N/A	\$12.70	N/A	PLPERMIT (CSC 2010)	\$144.78
4	Sign Program	\$1,470.00	\$58.80	N/A	\$147.00	N/A	PLPERMIT (CSP 2010)	\$1,675.80

		Application Fee	4% Permit Tracking Fee  PLTRACK	10% General Plan Update  PLGENPLN	10% Advance Planning Special Project  PLANAP	10% Engineering Dev Review Services Fee ENGDEV	Account Code and Fee Schedule	Total Fee
L	Secondary Dwelling Units							
1	New or existing unit	\$946.00	\$37.84	N/A	\$94.60	N/A	PLPERMIT (PMS 2010)	\$1,078.44
2	Two existing units	\$1,311.00	\$52.44	N/A	\$131.10	N/A	PLPERMIT (PMS 2010)	\$1,494.54
M	Mobile home Park Conversion Permit	Actual Cost (\$5,000 min)	Varies	Varies	Varies	N/A	PLPERMIT (PMOM 2010)	Varies
N	Town Code Amendments	Actual Cost (\$2,000 min)	N/A	N/A	N/A	N/A	N/A (PMAT 2010)	Varies
O	Administrative Land Use Permit							
1	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$124.00	\$4.96	N/A	\$12.40	N/A	PLPERMIT (PLUP 2010)	\$141.36
2	Major telecommunications facility which do not require a Conditional Use Permit	\$1,497.00	\$59.88	N/A	\$149.70	N/A	PLPERMIT (PLUP 2010)	\$1,706.58
2	SUBDIVISIONS							
A	Lot Line Adjustment (DRC Approval)	\$1,414.00	\$56.56	N/A	\$141.40	\$141.40	PLPERMIT (PSLL 2010)	\$1,753.36
B	4 Lots or Less	\$5,907.00	\$236.28	\$590.70	\$590.70	\$590.70	PLPERMIT (PSPM 2010)	\$7,915.38
C	5 Lots or More	\$9,368.00	\$374.72	\$936.80	\$936.80	\$936.80	PLPERMIT (PSTM 2010)	\$12,553.12
D	Vesting Tentative Map	Fee to be based on the number of lots under 2B or 2C	Varies	Varies	Varies	Varies	PLPERMIT (PSVM 2010)	Varies
E	Lot Merger and Reversion to Acreage (DRC Approval)	\$700.00	\$28.00	N/A	\$70.00	\$70.00	PLPERMIT (PSLM 2010)	\$868.00
F	Condominium	\$4,947.00	\$197.88	\$494.70	\$494.70	\$494.70	PLPERMIT (BBH 2010)	\$6,628.98
G	Certificate of Compliance (DRC Approval)	\$2,834.00	\$113.36	N/A	\$283.40	\$283.40	PLPERMIT (PSCC 2010)	\$3,514.16
H	DRC applications that requires Planning Commission approval (this fee supplements the above established fees)	\$2,158.00	\$86.32	N/A	\$215.80	\$215.80	PLPERMIT	\$2,675.92
3	MISCELLANEOUS APPLICATION FEES							
A	Time Extensions To Approved Applications	50% of Current Fee	Varies	Varies	Varies	Varies	PLPERMIT (PEXT 2010)	Varies
B	Modification of Approved Application	75% of Current Fee	Varies	N/A	Varies	Varies	PLPERMIT (PMOD 2010)	Varies
C	Conceptual Development Advisory Committee Review	\$1,675.00	\$67.00	N/A	\$167.50	N/A	PLPERMIT (PCDAC 2010)	\$1,909.50
D	Push Cart Permit	\$327.00	\$13.08	N/A	\$32.70	N/A	PLPERMIT (PPC 2010)	\$372.78
E	Auto Dealer Events							
1	Small promotional events	\$62.00	\$2.48	N/A	\$6.20	N/A	PLPERMIT	\$70.68
2	Large promotional events	\$307.00	\$12.28	N/A	\$30.70	N/A	PLPERMIT	\$349.98
4	ENVIRONMENTAL ASSESSMENT FEES							
A	Categorical Exemption	No Fee	N/A	N/A	N/A	N/A	PLPERMIT (BBH 2010)	No Fee
B	Initial Study (Deposit)**	\$3,500 Minimum	N/A	N/A	N/A	YES	PLENVIRN (PEIR 2010)	\$3,500 Minimum
C	Negative Declaration	\$1,850.00	N/A	N/A	N/A	\$185.00	PLPERMIT (PND 2010)	\$2,035.00

		Application Fee	4% Permit Tracking Fee  PLTRACK	10% General Plan Update  PLGENPLN	10% Advance Planning Special Project  PLANAP	10% Engineering Dev Review Services Fee ENGDEV	Account Code and Fee Schedule	Total Fee
D	Environmental Impact Report	Consultant's Fee	N/A	N/A	N/A	N/A	PLENVIRN (PEIR 2010)	Varies
E	Draft EIR Review Fee	\$10,241 Plus 10% EIR Cost	N/A	N/A	N/A	\$1,024.10	PLPERMIT (PEIR 2010)	Varies
F	Impact Monitoring Program (AB3180)	Actual Cost on an hourly basis plus cost of Consultant (if necessary)	N/A	N/A	N/A	N/A	PLPERMIT	Varies
5	<b>OTHER</b>							
A	Pre-application Conference Fee	Actual Cost	Varies	Varies	Varies	N/A	PLCONF	Varies
B	Fence Height Exceptions	\$184.00	N/A	N/A	N/A	N/A	PLPERMIT	\$184.00
C	Request For Service Not Covered By Any Other Fee	Actual Cost	Varies	Varies	Varies	N/A	PLSERVICE	Varies
D	Peer/Technical Review	\$1,500 deposit plus 10% of actual cost for administrative charge	N/A	N/A	N/A	N/A	Various	Varies
E	Fees for Additional Tech Review and/or DRC Review	Actual Cost	N/A	N/A	N/A	N/A	PLDRC	Varies
F	Microfilming Files	Actual Cost	N/A	N/A	N/A	N/A	PLMICRO	Varies
G	Building Permit Plan Check Fee	20% of Building Fee	N/A	N/A	N/A	N/A	PLPLNCHK	Varies
II	<b>Surcharges</b>							
I	Permit Tracking Maintenance and Update Surcharge	4% of Development Application Fee (\$1.00 minimum)	N/A	N/A	N/A	N/A	PLTRACK	Varies
2	General Plan Update Surcharge	.5% of Bldg. Valuation for new construction and additions or 10% of zone change and subdivision fee		N/A	N/A	N/A	PLGENPLN	Varies
3	Route 85 Study Plan Surcharge ***	10% of Development Application Fee for property in Route 85 Study Plan Area		N/A	N/A	N/A	PLRTE85	Varies
4	Advanced Planning Projects	10% of Development Application Fee	N/A	N/A	N/A	N/A	PLANAP	Varies
5	North 40 Study Plan Surcharge	Actual Cost on proportionate basis	N/A	N/A	N/A	N/A	PLN40	Varies
I	Applications for Work Unlawfully Completed	Double Current Application Fee	N/A	N/A	N/A	N/A	PLPERMIT	Varies
J	Consultation	Actual Cost on an hourly basis	N/A	N/A	N/A	N/A		Varies

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	10% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
<b>K Appeals</b>								
1	Fee to Appeal Planning Commission Decision to Town Council	\$321 per residential \$1,288 per commercial, multi-family or tentative Map Appeal	N/A	N/A	N/A	N/A	PLAPPEAL	Varies
2	Fee to remand applications from Town Council to Planning Commission where no error was made by Planning Commission	50% of original application fee(s)	N/A	N/A	N/A	N/A		Varies
3	Fee to Appeal Director of Community Development or Development Review Committee decision to Planning Commission	\$161 per residential \$645 per commercial	N/A	N/A	N/A	N/A	PLAPPEAL	Varies
4	Tree Appeals	\$65.00	N/A	N/A	N/A	N/A	PLAPPEAL (BBH 2010)	\$65.00
5	Appeal Transcription fee of Planning Commission minutes	Actual Cost - minimum \$500 deposit	N/A	N/A	N/A	N/A	PLTRANS (PCCB 2010)	Varies
L.	Research Services Minimum Charge	Actual Cost - minimum \$100 deposit	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2010)	Varies
<b>M Zoning Research</b>								
1	Basic zoning letter	\$184.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2010)	\$184.00
2	Legal non-conforming verification	\$431.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2010)	\$431.00
3	Reconstruction of legal non-conforming structures (Burndown Letter)	\$184.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2010)	\$184.00

\*\*The \$3,500 deposit is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit.

\*\*\* Not charged to the following application 1H, 1J, 1K, 3C, 3D and 3E

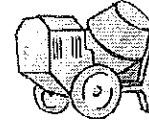
**Town of Los Gatos**  
**41 Miles Avenue, Los Gatos, CA 95030**



# NOTICE

to

## Developers & Contractors



### State of California STORMWATER REGULATION CHANGES

This Notice is to inform you of changes to existing **Stormwater Quality Regulations**

#### **NPDES Construction General Permit**

As a result of recent state regulatory actions, effective immediately, all construction projects **disturbing an area of one (1) acre** or more are required to comply with:

#### **State of California**

**"General National Pollutant Discharge Elimination System (NPDES) Permit for Discharges Associated with Construction Activities" ("Construction General Permit")**

**Compliance with this permit requires ALL of the following:**

- Applicant to submit a Notice of Intent (**NOI**) and pay an annual payment during the project's construction period to : **State Water Resources Board – see website below for fee schedule**
- preparation of a Storm Water Pollution Prevention Plan (**SWPPP**)
- use of Town Approved Best Management Practices (**BMPs**) to control storm water runoff
- BMP inspection and maintenance by applicant to determine adequacy and maintenance
- File a Notice of Termination upon completion of construction

For copies of the Construction General Permit, the NOI, and additional permit and fee information consult the **State Water Resources Control Board website** at:

**<http://www.swrcb.ca.gov/stormwtr/construction.html>**

#### **ADDITIONAL STORMWATER QUALITY REGULATIONS**

In order to comply with the Town's State-issued **NPDES permit, No. 01-119**, Los Gatos & other public agencies in the Santa Clara Valley are required to place additional Conditions of Approval related to storm water quality control on certain development projects. Non-exempt projects **creating or replacing 1 acre or more of impervious surface** are subject to **Group 1 Project** requirements and **Hydromodification Management Plan (HMP)** requirements (designed to control volume and duration of stormwater runoff to prevent erosion of creeks and streams). HMP guidelines are posted at [www.scvurppp.org](http://www.scvurppp.org) - link to "C.3.Submittals".

**As of October 20, 2005, projects belonging to certain land use categories (defined as Group 2, Tier A projects), on public or private land, creating or replacing 10,000 sq. ft. or more of combined impervious surface area, including roofs, must incorporate design, control, and engineered treatment measures.** These measures are State mandated to prevent pollutants from

**Town of Los Gatos**  
**41 Miles Avenue, Los Gatos, CA 95030**

being washed into creeks and streams by stormwater runoff from new and re-development sites. **"Group 2, Tier A" land use projects are defined as:**

- Gas stations
- Auto wrecking yards
- Loading docks and surface parking lots containing 10,000 sq. ft. or more of impervious area
- Vehicle or equipment maintenance areas including washing and repair
- Outdoor
  - Storage or handling of hazardous waste
  - Manufacturing
  - Food handling
  - Animal care
  - Horticultural activities
  - Industrial & commercial uses where pollutant loading cannot be mitigated through other post-construction source control and site design practices

**By August 15, 2006, all other Non-exempt projects (Group 2, Tier B), on public or private land, creating or replacing 10,000 sq. ft. or more of impervious surface, including roof area, must incorporate design, control, and engineered treatment measures.**

Conditions of approval will include the use and maintenance of BMPs for site design and storm water treatment, which must be designed per approved numeric sizing criteria. General guidance on the selection and implementation of BMPs and Stormwater Pollution Prevention Plans can be found on the California Stormwater Quality Association website at [www.cabmphandbooks.com](http://www.cabmphandbooks.com) and in [C.3 Stormwater Handbook – May 2004 & May 2006 updates at www.scvurppp.org](#) - link to "C.3.Submittals".

Each project will also require a Certification of Engineered Stormwater Treatment for New and Redevelopment Projects. Owners of properties with treatment BMPs will also be required to certify on-going operation and maintenance.

**Exempt projects are defined as:**

- Construction of one single-family home, which is not part of a larger common plan of development, with the incorporation of appropriate pollutant source control and design measures, and using landscaping to treat runoff from house-associated impervious surfaces such as from roofs, patios, driveways, sidewalks and similar surfaces
- Sidewalks, bicycle lanes, trails, bridge accessories, guardrails, and landscape features
- Routine maintenance and repair including roof or exterior surface replacement, pavement resurfacing, repaving and road pavement structural section rehabilitation within the existing footprint, and other reconstruction work within a public street or road right-of-way where both sides of that right-of-way are developed

**For more information contact Los Gatos' Community Development or Engineering Departments:**

- Sandy Baily, Associate Planner (408) 354-6873 - [sbaily@losgatosca.gov](mailto:sbaily@losgatosca.gov)
- John Gaylord, Associate Civil Engineer (408) 395-3460 - [jgaylord@losgatosca.gov](mailto:jgaylord@losgatosca.gov)

## PROPERTY MAINTENANCE FACT SHEET



Santa Clara Valley  
Urban Runoff  
Pollution Prevention Program

# Landscape Maintenance Techniques for Pest Reduction

### Who should use this Fact Sheet?

- Development Project Applicants
- City/County Planners
- Landscape Maintenance Personnel
- Landscape Architects
- Homeowners

### Why is it Important to Reduce Pesticide Usage?

When it rains, pesticides used in maintaining landscapes and gardens are washed off the plants and soils they are used to protect. This stormwater runs off the landscape and flows to the nearest storm drain, which ultimately carries the water to a local creek or the San Francisco Bay without treatment. Pesticides carried with stormwater into creeks and the Bay may be harmful to fish and other organisms that live there. Minimizing use of pesticides in landscape maintenance helps protect water quality, aquatic life, and human health.



### What is Integrated Pest Management?

Integrated Pest Management (IPM) is a decision-making process for managing pests that uses monitoring to determine pest-caused injury levels and determine the best methods for their control. IPM uses a combination of:

- biological controls (e.g., natural enemies or predators);
- physical or mechanical controls (e.g., hand labor or mowing);
- cultural controls (e.g., mulching, discing, or alternative plant type selection); and
- reduced risk chemical controls (e.g., soaps or oils)

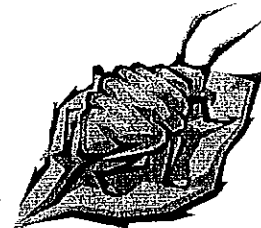
in order to minimize pesticide usage. The IPM method uses the least hazardous pesticides only as a last resort for controlling pests.

### How Can Landscape Design and Maintenance Techniques Reduce Pesticide Usage?

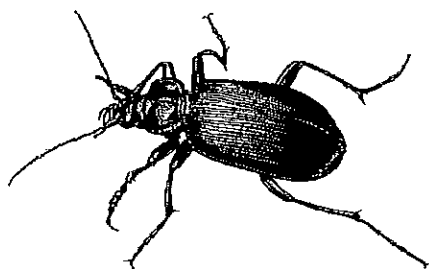
Pesticides are often used in maintaining landscapes. The amount of pesticides entering our creeks and Bay can be decreased by using alternative design and maintenance techniques that:

- Reduce the potential for the pesticides to run off the landscape;
- Reduce the amount of chemicals necessary to ensure healthy plants or eliminate the need for pesticide usage at all; or,
- Decrease the need for landscape maintenance by designing landscapes that minimize pest infestation and create low maintenance environments.

Refer to the back of this fact sheet for more design and maintenance tips.







## Pest Reducing Landscape Design Techniques

- Design the landscape for efficient irrigation and drainage.
- Design the landscape to conform to natural drainage patterns.
- Retain existing native, pest-resistant trees, shrubs and plants.
- Select pest-resistant plants adapted to your specific area. Consider site-specific characteristics such as the soil, topography, climate, amount and timing of sunlight, prevailing winds, rainfall, air movement, patterns of land use, ecological consistency and plant interactions.
- Prevent the need for routine pruning by selecting plants based on their size and shape when mature.
- Situate plants to facilitate maintenance. Install mowing strips, tree wells and pathway edging to reduce problems associated with maintaining the interface between different elements of the design.
- Plant at the right time of year.

## Pest Reducing Landscape Maintenance Techniques

- Employ nonchemical Integrated Pest Management methods (biological, physical and cultural controls) before using chemicals to treat a pest problem.
- If pesticides are necessary, use the least toxic pesticide available. Avoid use of organophosphates such as diazinon and chlorpyrifos (Dursban) as well as copper-based pesticides.
- Do not over apply pesticide. Spray only where the infestation exists. Follow the manufacturer's instructions for mixing and applying materials.
- Properly sweep up spilled fertilizers or pesticides. Do not wash away or bury such spills.
- Properly dispose of chemical wastes by recycling, reusing, or disposing of as hazardous waste. Do not dispose of debris into or near channels or other waterways or leave it where it may contact runoff.
- Apply pesticides at the appropriate time to maximize their effectiveness and minimize the likelihood of discharging undegraded pesticides into runoff. With the exception of pre-emergent pesticides, avoid application if rain is expected.
- Maintain healthy soils by incorporating organic matter, making regular pH adjustments, and appropriately fertilizing.
- Do not over water.
- Minimize irrigation overspray.
- Prune to increase air circulation but do not over prune.
- Apply 2-4 inches of mulch or geotextiles to exposed soils to prevent weed growth.
- Mow lawns and turf high and leave clippings in place.
- Replace problem plants with locally-adapted, pest resistant plants.

## ADDITIONAL RESOURCES

IPM Access,  
[www.efn.org/~ipmpa](http://www.efn.org/~ipmpa), *IPM Based Landscape Design*.

Bio-Integral Resource Center  
(BIRC) (510) 524-2567  
[www.birc.org](http://www.birc.org)

Central Contra Costa County Sanitary District  
*Our Water Our World* IPM Fact Sheets  
[www.centraalsan.org](http://www.centraalsan.org)

San Francisco Department of the Environment  
[www.sfenvironment.com](http://www.sfenvironment.com)



IPM Information: [www.watershedwatch.net](http://www.watershedwatch.net)

University of California Cooperative Extension  
Master Gardeners: [www.mastergardeners.org](http://www.mastergardeners.org)

University of California IPM (800) 994-8849  
[www.ipm.ucdavis.edu](http://www.ipm.ucdavis.edu)

- Natural Enemies Handbook: The Illustrated Guide to Biological Pest Control
- The UC Guide to Solving Garden and Landscape Problems: An Interactive CD- ROM
- Pests of Landscape Trees and Shrubs

Santa Clara Valley Water District



## WELL INFORMATION QUESTIONNAIRE

FC 808 (04-30-02)

TO BE FILLED OUT AT COUNTER AND MAILED BY CITY/COUNTY OFFICIAL

PRINT Applicant's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Project Address: \_\_\_\_\_ City or Unincorporated: \_\_\_\_\_

Assessor's Parcel No.: Book \_\_\_\_\_ Page \_\_\_\_\_ Parcel \_\_\_\_\_

Is there a well(s) located on your project site?

☐ Yes

☐ No

If yes, type of well: ☐ Water Well ☐ Monitoring Well

☐ Dry Well

☐ Other: \_\_\_\_\_

Is the well(s) active (in use)?

☐ Yes

☐ No

Will your proposed permit activity affect your well site?

☐ Yes

☐ No

Comments: \_\_\_\_\_

I certify that the information given above is correct to the best of my knowledge.

PRINT Applicant's Name if different from Project Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For further information please contact the Well Section, Santa Clara Valley Water District (408) 266-2607, extension 2660.

INFORMATION RECEIVED BY

FOR OFFICIAL USE ONLY

Name of City/County Representative: \_\_\_\_\_

City/County Project File No.: \_\_\_\_\_

Name of City/County: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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